



CITY OF ROUND ROCK
MEMORANDUM

TO: Members of the Development Community
FROM: Jim Stendebach, Director of Planning and Community Development
DATE: June 18, 2007
SUBJECT: Fee Changes for Zoning and Site Plan Applications

As a measure to recover a percentage of the cost of administering Zoning and Site Plan Applications, the City of Round Rock is making the following adjustments to application processing fees effective August 1, 2007. We've briefly summarized the key changes below. Please note that many of our fees remain unchanged. For example, Special Exception and Variance fees continue to be assessed at the current rate. Attached, please find the actual fee schedule adopted by City Council. This schedule includes ALL fees related to zoning and site plans.

KEY CHANGES TO ZONING FEES

1. **Map Amendments (Rezoning)** will now require a fee of \$750.
2. **Planned Unit Development (PUDs)** will now require a base fee of \$2000 to administer the preparation of a PUD for tracts up to and including one acre. An additional fee of \$200 per acre will be charged for tracts greater than one acre. The additional fee will be assessed at a pro rata rate based on the percentage of acreage over one acre. The total fee is capped at \$5,000.
3. **Minor PUD Amendments** will now require a fee of \$500.
4. **Major PUD Amendments** will now require a fee of \$1000. Major amendments require public hearings and action before both the Planning and Zoning Commission and the City Council.
5. **Zoning Verification Letters** will now require a fee of \$50 per letter.

NEW SITE PLAN FEES

1. **Standard Site Development Plans** will now require a base fee of \$1000 plus \$200 per acre. There is a \$5000 maximum per initial fee. This fee covers 3 standard reviews. If additional reviews are required, a fee of \$500 will be charged for each additional review. The additional review fee will not be charged in cases where the DRC issues a new comment that was inadvertently omitted during the previous three review cycles.
2. **Revisions to Approved Site Plans** will now require a fee of \$500.
3. **License Agreements** will now require a fee of \$250.

4. **Small Projects Site Plan.** This is a new category of site plans and is intended to make the fee proportionate to the cost of processing smaller projects which meet one of the following criteria:
- A. Site area is 0.5 acres or less
 - B. Expands total building area by less than 20% (max. 1500 s.f.)
 - C. Is a temporary building as outlined in section 11.425
 - D. Is a Wireless Transmission Facility as defined in section 4.700
 - E. Is an area Identification Sign as defined in section 3.1409

The Code of Ordinances, Chapter 11, section 11.301(3), was amended on June 14, 2007 by the City Council to regulate the application of forms and fees. The ordinance is available online at <http://www.roundrocktexas.gov/home/index.asp>. New Zoning and Site Development Packets outlining the procedures for administering fees will be published in July. The Site Development packet will also introduce the recently adopted procedures for permitting **Phased Developments.**

Attachment: fee schedule

ORDINANCE NO. Z-07-06-14-11A1

AN ORDINANCE AMENDING CHAPTER 11, SECTION 11.301, CODE OF ORDINANCES, CITY OF ROUND ROCK, TEXAS, TO ESTABLISH FEES; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROUND ROCK, TEXAS:

I.

That Chapter 11, Section 11.301(3), Code of Ordinances, (1995 Edition), City of Round Rock, Texas is hereby amended to read as follows:

11.301 REVIEW PROCEDURES

(3) Application Forms and Fees

The following regulations shall apply to all applications.

(a) Forms

Applications required under this Chapter shall be submitted on forms and in such numbers as required by the City and as specified in the Development Packet for Zoning and the Development Packet for Site Development Permit.

(b) Development Packet

The Development Packet for Zoning and the Development Packet for Site Development Permit shall mean the set of application procedures maintained and on file at the Planning Department pertaining to, among other things, the zoning and site development of land.

(c) Fees

Applicants for the rezoning of property and for approval of site plans shall pay applicable fees as set forth below.

All fees shall be paid upon the submittal of an application and the application shall not be considered complete until such fees have been paid.

(i) Zoning

- | | | |
|----|--------------------------|--|
| 1. | Map Amendment (rezoning) | \$750 |
| 2. | Planned Unit Development | \$2,000, plus \$ 200
per acre as calculated
below: |

\$2,000 plus \$200 times the number of acres or fraction thereof in excess of one acre, calculated on a pro rata basis. By way of example, a 2.75 acre tract would generate a fee of \$2,350 calculated as follows:

$$\$2,000 + (\$200 \times 1.75 = \$350) = \$2,350$$

Regardless of the foregoing, the total fee charged for a Planned Unit Development shall not exceed \$5,000.00.

3.	Minor PUD amendment	\$ 500
4.	Major PUD amendment	\$ 1,000
5.	Variance	\$ 500
6.	Special Exception	\$ 500
7.	Temporary Use Permit	\$ 50
8.	Notification Fees	\$ 1 per notified property owner
9.	Zoning Verification Letter	\$ 50

(ii) Site Plans

1.	Small Project Site Plan	\$500
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(Qualifying projects shall meet one of the following criteria:

- Site area 0.50 acres or less;
- Expansion less than 20% of total building square footage (maximum 1,500 square feet);
- Temporary building or portable building as defined in Section 11.802 of this Code;
- Wireless Transmission Facility as defined in Section 4.701 of the Code; or
- Area Identification Sign as described in Section 3.1409 of this Code.

2.	Standard Site Plan	\$1,000 plus \$200.00 per acre as calculated below:
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\$1,000 plus \$200 times the number of acres or fraction thereof in excess of one acre calculated on a pro rata basis. By way of example, a 2.75 acre tract would generate a fee of \$1,350 calculated as follows:

$$\$1,000 + (\$200 \times 1.75 = \$350) = \$1,350$$

This fee includes the review of the initial application and, if necessary, two reviews of amendments in response to staff comments.

Regardless of the foregoing the total fee from a site plan with three staff reviews should not exceed \$5,000.

3. Additional Review \$500

(If additional review cycles are required for either Standard or Small Project Site Plan applications due to incomplete plans or plans that do not fully address comments as determined by the Chair of the Development Review Committee, an additional review fee shall be charged for each additional review required.)

4. Revision to Approved Site Plan \$500

Revision fees are required if a change is made to an approved site plan that requires additional review by members of the Development Review Committee.

5. License Agreements \$250

II.

This ordinance shall become effective on the 1st day of August, 2007.

III.


A. All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed.

B. The invalidity of any section or provision of this ordinance shall not invalidate other sections or provisions thereof.

C. The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this Ordinance and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

READ and APPROVED on first reading this the 24th day
of May, 2007.

READ, APPROVED and ADOPTED on second reading this the
14th day of June, 2007.



NILE MAXWELL, Mayor
City of Round Rock, Texas

ATTEST:



CHRISTINE R. MARTINEZ, City Secretary

DATE: June 7, 2007

SUBJECT: City Council Meeting – June 14, 2007

ITEM: *11A1. Consider an ordinance regarding proposed amendments to Chapter 11, Section 11.301(3) of the Code of Ordinances to amend fee requirements for site plans and zoning. (Second Reading)

Department: Planning and Community Development

Staff Person: Jim Stendebach, Planning and Community Development Director

Justification:

Site Plan Fees:

Comprehensive site plan review was introduced in the new zoning ordinance adopted in June 2002. The ordinance established the Development Review Committee to ensure a coordinated review by all city departments involved in the approval process. No fees have been charged since the adoption of the ordinance. The proposed fee structure will assist in recovering a portion of the cost of providing site plan review services.

Zoning Fees:

Zoning Fees have remained unchanged since the mid-1980's. Staff has reviewed fees charged by neighboring municipalities and recommends a new fee schedule. The greatest departure is for fees charged for Planned Unit Developments (PUDs). The complexity involved in the negotiation, ordinance drafting, and legal review of PUDs warrants an increase.

Please see the attached memorandum and cost comparisons from neighboring municipalities for a detailed explanation of the proposed fee structure.

Funding:

Cost: N/A

Source of funds: N/A

Outside Resources: N/A

Background Information:

Staff presented this fee proposal to the City Council at its February retreat and to the Chamber Review Committee. The Chamber Review Committee consists of a broad representation of Round Rock's development and business communities. The Committee favorably reviewed the fees and supports the need for the City to recover costs with respect to development review. The Finance Department developed cost estimates to determine the actual staff cost for specific development review processes.

Public Comment:

A public hearing was held at the April 18th, 2007, meeting of the Planning and Zoning Commission. No public testimony was received at that time.